



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### CONSTRUCTION MANAGEMENT SPECIALIST 3

**SALARY RANGE:** \$61,784.21 - \$87,820.13 (P25)

**WORKWEEK:** 40 Hour

**POSTING PERIOD FROM:** September 1, 2017

**TO:** September 15, 2017

**OPEN TO:** ☐ Unit Scope: ☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

**DIVISION/LOCATION:**

Division of Property Management and Construction  
Office of Design and Construction  
Construction Services  
20 West State Street 3<sup>rd</sup> Floor  
Trenton, NJ

**JOB DESCRIPTION:** Manages assigned design consultant services by providing construction management services and oversight to construction contracts resulting in professional, timely, and cost effective projects that meet the needs of DPMC Client Agencies in order that they meet their organizational goals; meets with Client Agencies or Representatives at least bi-monthly to review project status; gathers feedback concerning the project while addressing any future needs or concerns; follows up on the implementation of approved client requests; keeps clients informed of all policies and procedures including any changes throughout the project, new services, and project status; in accordance with divisional policies and procedures, resolves all design and construction issues that may arise; refers all critical problems to Management and makes recommendations for solutions; maintains all project reports with accurate data and responds to Management's inquiries in a timely manner; reviews all correspondence in reference to the project and provides the Project Team with copies; maintains tracking of project data and project meetings; participates in the review process of the scopes of work in order to ensure that they are clear and reflect the Client Agencies realistic needs, budgets and time frames; does other related work as required.

**REQUIREMENTS:** Open to full-time State employees who have permanent status in a competitive title and who meet the requirements listed below:

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of experience in the field of architecture, engineering, project management, construction contract management, financial contract management, facilities management, construction quality assurance, or related area involving complex building projects.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

A Master's degree in a specialty area related to construction may be substituted for one (1) year of experience.

Possession of a valid Architect's License issued by the Board of Architects and Certified Landscape Architects may be substituted for two (2) years of required experience.

Possession of a valid Professional Engineer's License issued by the State Board of Professional Engineers and Land Surveyors may be substituted for two (2) years of required experience.

Possession of a valid New Jersey Uniform Construction Code License issued by the New Jersey Department of Community Affairs may be substituted for one year (1) of required experience.

**LICENSE:** Appointees MUST possess a driver's license valid in New Jersey.

If you qualify and are interested, please send your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury  
Division of Administration-Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(subject line: CMS3 )

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service rules and regulations.

JOB POSTING AUTHORIZED BY:

  
Douglas J. Ianni, Human Resources Officer

*The State of New Jersey is an Equal Opportunity Employer*